

Statewide Services Program

Purpose

The Statewide Services Program funds statewide cultural service organizations through a partnership agreement with the South Dakota Arts Council. Grants are made to help meet the mission, goals and strategies of the Council's long-range plan.

The funding category is designed to:

- Provide services to South Dakota's arts organizations, artists and the general public.
- Increase the state's public awareness of the arts.
- Advance arts education for pre K-12 students.
- Advocate for the arts.

Eligible

Nonprofit arts organizations designated as federally tax-exempt under the IRS Section 501(c)(3), units of government, or nonprofit educational institutions with a statewide service mission statement which benefits the arts.

The Statewide Services Program is not open to applications in the same way as other grants described in this *Guide To Grants*. Proposals are accepted only after discussion and agreement has been reached with the South Dakota Arts Council and staff as to the nature of statewide arts services to be provided during the fiscal year for which funds are requested.

South Dakota Arts Council anticipates applicants to be South Dakotans for the Arts and South Dakota Public Radio for their "Arts Advocate" programming. If other organizations have questions about the Statewide Services Program, please contact the South Dakota Arts Council staff before January 1.

Deadline

Discussion of the need for the proposed services, a plan for providing these services and proposed grant amount must take place with the South Dakota Arts Council staff and executive committee prior to January 1.

All application materials must be postmarked by March 1. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Applications submitted by facsimile (FAX) machine will not be accepted. Grant awards will be announced in May for the fiscal year starting July 1.

Grant Amount

No more than 50% of the total costs of the service plan may be requested from the South Dakota Arts Council. Awards are based upon the written grant proposal, proposed budget and Criteria for Awarding Grants. Funds may be requested as needed throughout the fiscal year. The final payment (10% of grant) will be made upon receipt of the evaluation.

Criteria for Awarding Grants

Applications are reviewed by appropriate arts discipline panels and the Council with consideration given to:

- Quality of proposal.
- Indication of need.
- Proposed achievements and methods of evaluation.
- Importance of proposed services.
- How the service assists the arts council in accomplishing the mission, goals and strategies of the Council's long-range plan.
- Quality of the organization.
- Realistic budget showing cash support from other public and private sources.

Application Procedure

The applicant must submit the following materials:

1. **Front Page.** Page one of the application proposal (on page 157) with an original signature.
 - Before completing the application form, read the Glossary on pages 12-13, Grant Application Codes on pages 14-17, and guidelines on page 155 and 156.
 - A summary of the applicant's mission and goals as they relate to this application. Use only the space provided.
2. **Narrative.** Add to the application up to three single-side pages presenting a clear, concise description of the following:
 - services to be provided
 - needs to be addressed
 - what the service program is expected to achieve
 - how the service program will be evaluated and in what ways the services assist the Arts Council in accomplishing its long-range plan.
3. **Budget Explanation Page(s).** A detailed income and expense budget for the service program, showing how the requested funds will be spent. Add single-side page(s) to the application.
4. **Organization Description.** A brief description of the applicant organization, including a summary of its background, purpose, and experience in the area for which funds are requested. Add the single-side page(s) to the application.
5. **Administrators List.** Name(s) and qualifications of the person(s) who will administer the grant and/or provide services. Add the single-side page(s) to the application.
6. **Directors.** Name(s) and primary professional affiliations of the organization's board of directors or trustees. Add the single-side page(s) to the application.
7. **Supporting Print Materials:** Two copies each of up to five single-side pages of printed material about the applicant organization.
8. Two copies each of up to five **program brochures** or equivalent documentation.
9. **Return Mailer.** Submit a self-addressed mailer with postage for return of artistic documentation. Applicants may also pick up documentation at the SDAC office within 30 days after the grant announcements.

Make a copy of the application packet for your files before submitting the application.

Evaluation

A Grant Evaluation Form is on pages 167-169 of the *Guide To Grants*. Evaluations are due within 30 days from the ending date of the fiscal year. Information required on the Evaluation Form includes description and comments on the project, rating (with explanation) of the project, number of events scheduled, actual number of individuals benefiting (attendance), actual number of artists participating, and financial report.

Subsequent grants are dependent upon receipt of completed evaluation reports.

South Dakota Arts Council

711 E. Wells Ave., Pierre, SD 57501
(605) 773-3301 or 1-800-952-3625
Website: www.artsCouncil.sd.gov

Statewide Services Application

Read pages 155-156 for grant guidelines and follow the steps listed under Application Procedure.

Applicant Organization (Please type or print)

TIN Number

Address

City/State/Zip Code

County

Telephone

E-mail Address

Website

Contact Person

Daytime Phone

Evening or Message Phone

Address

City/State/Zip Code

E-mail Address

Project Title

Grant Application Codes (see Pages 14-17):

Applicant Status _____
Applicant Institution _____
Applicant Discipline _____
Project Discipline _____
Type of Activity _____
Arts Education _____
Project Descriptors _____
Project Race _____
Grantee Race _____

Grant Period:

Grant Amount requested: _____

Start Date

End Date

Number of Individuals to Benefit:

Number of Children and Youth to Benefit:

Number of Artists Participating:

Summary of applicant organization's mission and goals as they relate to this application: (Use use only the space provided.)

AGREEMENT: I certify that the application information is true and complete to the best of my knowledge. I understand and agree that any funds granted as a result of this application are to be used for the purposes set forth herein. It is agreed that the undersigned is the individual authorized to commit the applicant to abide by the relevant Terms, Conditions and Guidelines as printed in the *SDAC Guide To Grants*. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Authorizing Official:

Signature & Title

Date

Address

City/Town

Zip

Telephone

STATEWIDE SERVICES GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

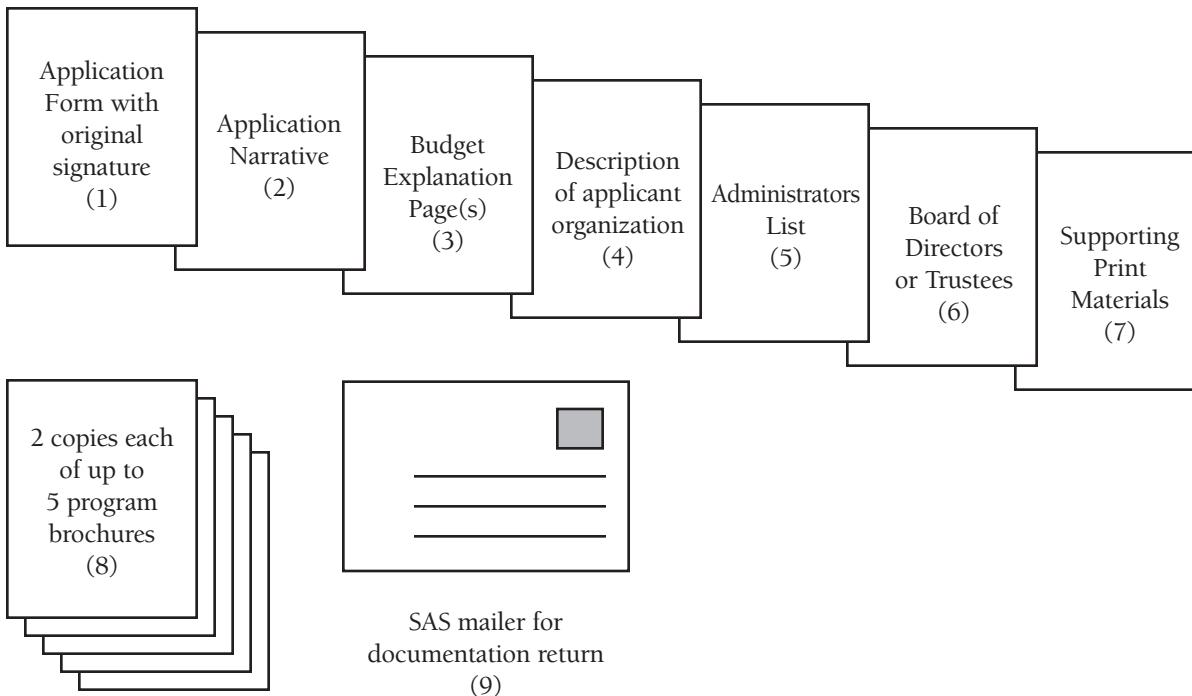
Send one copy of the application form and attachments. Pages must be single-sided, 8 1/2" x 11"; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

Checklist of Materials

- ☐ 1. Application Form (page 157)
- ☐ 2. Application Narrative
- ☐ 3. Budget Explanation Page(s)
- ☐ 4. Description of applicant organization
- ☐ 5. Administrators List
- ☐ 6. Board of Directors or Trustees
- ☐ 7. Supporting Print Materials (i.e. printed reviews, programs, etc.)
- ☐ 8. Program brochures or equivalent documentation, if applicable (2 copies each of up to 5 brochures)
- ☐ 9. Self-addressed mailer with adequate postage to have documentation returned

Order of Assembly for Mailing



Grant Application Codes

The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.

Applicant Status

Individual [01]	Government-Regional [06]
Organization-Nonprofit [02]	Government-County [07]
Organization-Profit [03]	Government-Municipal [08]
Government-Federal [04]	Government-Tribal [09]
Government-State [05]	None of the Above [99]

Applicant Institution

Performing Groups

- Performing Group [03]
- Performing Group –
College/University [04]
- Performing Group – Community [05]
- Performing Group – Youth [06]

Venues/Presenters

- Cultural Series Organization [47]
- Performance Facility [07]
- Art Museum [08]
- Other Museum [09]
- Fair/Festival [14]
- Gallery/Exhibit Space [10]
- Arts Center [15]
- Cinema [11]

Councils/Service Groups

- Arts Council/Agency [16]
- Historical Society [28]
- Humanities Council [29]
- Arts Service Organization [17]
- Union/Professional Association [18]

Media

- Independent Press [12]
- Literary Magazine [13]
- Media – Periodical [42]
- Media – Daily Newspaper [43]
- Media – Weekly Newspaper [44]
- Media – Radio [45]
- Media – TV [46]

Education Institutions

- School of the Arts [48]
- Arts Camp/Institute [49]
- School District [19]
- Parent-Teacher Organization [20]
- Elementary School [21]
- Middle School [22]
- Secondary School [23]
- Vocational/Technical School [24]
- College/University [26]
- Other School [25]

Community/State Organizations

- Library [27]
- Parks and Recreations [37]
- Social Service Organization [50]
- Community Service Organization [32]
- Religious Organization [35]
- Child Care Provider [51]
- Seniors' Center [36]
- Correctional Institution [33]
- Health Care Facility [34]
- Foundation [30]
- Corporation [31]

Individuals

- Individual Artist [01]
- Individual Non-Artist [02]

Government

- Government – Executive [38]
- Government – Judicial [39]
- Government – Legislative/House [40]
- Government – Legislative/Senate [41]

Other

- None of the above [99]

**Applicant Discipline
Project Discipline**

Crafts [07]

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed Media

Dance [01]

- A Ballet
- B Ethnic/Jazz
- C Modern

Design Arts [06]

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

Folklife/Traditional Arts [12]

- A Folk/Traditional Dance
- B Folk/Traditional Music
- C Folk/Traditional Crafts & Visual Arts
- D Oral Traditions (include folk/traditional storytelling)

Humanities [13]

Interdisciplinary [11]

Literature [10]

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry

Media Arts [09]

- A Film
- B Audio
- C Video
- D Technology/Experimental

Multidisciplinary [14]

Music [02]

- A Band
- B Chamber
- C Choral
- D New
- E Ethnic
- F Jazz
- G Popular
- H Solo/Recital
- I Orchestral

Opera/Musical Theater [03]

- A Opera
- B Musical Theater

Photography [08]

Theater [04]

- A General
- B Mime
- C Puppet
- D Theater for Young Audiences

Visual Arts [05]

- A Experimental
- B Graphics
- C Painting
- D Sculpture

Non-Arts/Non-Humanities [15]

Type of Activity

Presentation

- Concert/Performance/Reading [05]
- Exhibition [06]
- Fair/Festival [08]

Production

- Award/Fellowship [03]
- Artwork Creation [04]

Organizational Support

- Operating Support [11]
- Organization Establishment [10]
- Professional Support –
 - Administrative [14]
- Professional Support – Artistic [15]
- Stabilization/Endowment/
 - Challenge [32]

Teaching/Learning

- Apprenticeship [25]
- School Residency [20]
- Other Residency [21]
- Arts Instruction [12]
- Curriculum Development/
 - Implementation [31]
- Student Assessment [30]
- Seminar/Conference [22]
- Technical Assistance [34]
- Professional Development/
 - Training [29]

Distribution

- Distribution of Art [24]
- Publication [17]
- Web Site/Internet Development [35]
- Broadcasting [36]

Other

- Regranting [26]
- Audience Services [02]
- Research/Planning [19]
- Marketing [13]
- Building Public Awareness [33]
- Identification/Documentation [09]
- Recording/Filming/Taping [16]
- Repair/Restoration/Conservation [18]
- Equipment Acquisition [23]
- Translation [27]
- Writing About Art [28]

None of the above [99]

Arts Education

99 None of this project involves arts education

01 50% or more of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

02 Less than 50% of this project's activities are arts education directed to:

- A K-12 students
- B Higher education students
- C Pre-kindergarten children
- D Adult learners (including teachers and artists)

Project Descriptors

Indicate, if any, the descriptors that comprise a significant portion (50 percent or more) of the grant's resources/activities. Indicate all that apply. If none apply, or if the descriptors apply to a small or indeterminate portion of your funding/activities, leave the field blank.

- Accessibility [A]
- International [I]
- Presenting/Touring [P]
- Technology [T]
- Youth at Risk [Y]

Grantee Race**For INDIVIDUALS only**
(Indicate all that apply)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]

For ORGANIZATIONS only
(Select only one. **Choose 99 unless 50% or more of your group's board or membership can be described by one of the group designations below.**)

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]

Project Race

Asian [A]
Black/African American [B]
Hispanic/Latino [H]
American Indian/Alaska Native [N]
Native Hawaiian/Pacific Islander [P]
White [W]
No single group [99]